

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES INFORMATION SYSTEMS
SPECIALIST

POSITION/LOCATION: Agency, Human Resources Management &
Development/Tucson

POSITION REPORTS TO: Director of Human Resources Management & Development

POSITION SUPERVISES: Human Resources Technicians

SUMMARY OF WORK:

Develops, implements, and manages human resources information systems, records and related programs within the Human Resources Department and in cooperation with the Human Resources Division of the Arizona State Department of Administration (ADOA). Directly supervises subordinates in the areas of records management and human resources information systems.

MINIMUM QUALIFICATIONS:

A.A. Degree, two-year business school, or equivalent with coursework in Human Resources (HR); two years of experience with human resources information systems; one year supervisory or work leader experience. High School Diploma or G.E.D. and two additional years of experience will substitute for education; experience in records management or human resources information systems will substitute for supervisory experience.

PREFERRED QUALIFICATIONS:

Experience with the State of Arizona human resources information systems, experience in an educational setting, and additional years of related training or education beyond the minimum.

MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include but are not limited to the following:

- Serves as a technical resource for the full range of the Agency's personnel information operations and systems.
- Provides quality control on and oversees and processes input to the personnel data system for ASDB employment candidates, employees and volunteers. Serves as the liaison with ADOA for human resource information systems.
- Ensures the integrity and accuracy of all system data.
- Verifies and processes personnel actions to ensure conformance with rules and procedures.
- Answers complex questions in all facets of personnel practices, rules and procedures.
- Collects, tabulates, analyzes, and prepares a variety of human resource surveys and reports, as requested.
- Develops and maintains glossaries and procedure manuals for areas of responsibility.
- Communicates with work originators to clarify work assignments and instructions.
- Develops, schedules, and presents training sessions germane to personnel operations.

- Drafts or reviews operating procedures to implement new or revised policies on department or agency-wide basis.
- Resolves or refers problems influencing project completion.
- Supervises subordinate personnel in the areas of records management and human resources information systems including training, directing work activities, evaluation, and discipline.
- Oversees the set-up and maintenance of confidential personnel files for all employees.
- Adheres to a retention schedule with guidance from the Arizona Department of Library, Archives and Public Records.
- Responds to inquiries concerning employment reference checks and verification.
- Responds to inquiries from Supervisors and Managers regarding the assigned areas of records management and human resources information systems.
- Confers with Supervisor; gives information and advice; receives instruction and guidance; attends scheduled department meetings.
- Assists in meeting an agency's specialized human resource needs through the assumption and performance of additional responsibilities/duties.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of currently accepted Human Resources Management principles and practices applicable to assigned program areas.
- Knowledge of Federal and State statutes, Agency policies, procedures, rules and regulations.
- Knowledge of current court decisions and pending legislation affecting duties assigned.
- Knowledge of current practices and trends in human resources information systems and records management.
- Knowledge of records management, personnel records and electronic records management methods and procedures, laws, rules, and regulations.
- Knowledge of the full capacities of information processing equipment (word processor, terminal, network, printer, etc.).
- Knowledge sufficient to troubleshoot equipment malfunctions, and interact effectively with service staff.
- Knowledge sufficient to coordinate and schedule work flow.
- Knowledge which allows resolution of problems influencing scheduled project completion.
- Knowledge sufficient to communicate with work originators to clarify work assignments and instructions.
- Skill in understanding and applying the full range of personnel practices, rules and procedures.
- Skill in oral and written communication and in problem analysis and resolution.
- Skill in the use of PCs and related software including MS Office, Access, Excel, PowerPoint, and the State's HRMS/HRIS system and ASDB's Crockett system.
- Skill in organization and management of time, resources, and finances.
- Ability to effectively supervise staff.
- Ability to establish and maintain interpersonal relations, as applied to contacts with employees, other HR staff, and other public contacts.
- Ability to learn Sign Language.

PHYSICAL AND MENTAL REQUIREMENTS

- Outside travel with driving and/or flying is required approximately 10% of the time.
- Requires vision to perform work dealing with data, figures, and computer screens.
- Able to receive information through oral communication, expressing or exchanging ideas by means of the spoken word.
- Must be able to adapt to changing work situations and grasp and apply new ideas.
- Must be able to make judgment decisions and handle daily, routine responsibilities.
- Must be able to work independently and have the capacity to solve internal and external customer issues.
- Must be able to gather, organize, and analyze data; and draw conclusions.

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties, and skills required. The time devoted to the activities listed may be changed and other duties may be assigned.